

From: SimsburyCT Postings July 23, 2009 4:28:59 PM  
Subject: Library Board of Directors Minutes 06/15/2009  
To: SimsburyCT\_LibraryMin  
Cc:

SIMSBURY PUBLIC LIBRARY BOARD OF DIRECTORS MEETING  
Monday, June 15, 2009  
THESE MINUTES HAVE BEEN APPROVED BY THE LIBRARY BOARD

PRESENT: Carol Bingham, Gail Ryan, Bert Kaplan, Babs Gardner, Joy Himmelfarb, Anne Erickson and Charmaine Glew. George Boissard, Friends Liaison. Susan Bullock, Director and Eileen Sickinger, Recording Secretary. The meeting was called to order at 7:10 P.M. by C. Glew, Chair.

MINUTES: Corrections to minutes of May 18, 2009 meeting: Clocks for the Program Room have been purchased.

A tree by the 1820 House fell onto Library property

Correct spelling: ...electronic bulletin boards and James Miller

Bert Kaplan moved the minutes be accepted as corrected. Second: B. Gardner. So moved.

PUBLIC AUDIENCE: Dave Blume

ADDITIONAL AGENDA ITEMS: B. Kaplan requested that Fishing Licenses be added to the agenda at this time. A kiosk for obtaining fishing licenses in the Library has been discussed in the past and following Mr. Kaplan's research it was deemed inappropriate. The kiosk would require too many staff members for just a few licenses. He shared a list where licenses can be obtained in the state. A kiosk does exist in Town Hall and the DEP is preparing a brochure about obtaining licenses on line that will be available in the Library. He gave more information to Mrs. Bullock from the National Oceanic and Atmospheric Administration.

OUTDOOR SIGN: G. Ryan distributed the Zoning Commission minutes of their June 1, 2009 meeting when the new outdoor sign was discussed. The letter to Mrs. Bullock from Hiram Peck regarding the configuration and regulations for a sign was also distributed. Mrs. Ryan also had copies of Simsbury's sign regulations and permit requirements with both the State DOT and the town. Rich Sawitzke has filed the application for a variance with the State DOT for the pillars that are in the new design. Riley Sign has agreed to meet all the requirements of both the town and the state. Since one of the town's requirements is that all signs be made of wood, any estimate will also include that cost. If the state accepts the pillars - and the sign stays within the proper sign parameters - it could be approved by Town staff.

Following discussion it was the consensus that the Board still likes the

overall size and style of the sign as given by Bligh Graphics and Riley Signs.

DALE CUTLER, ARCHITECT: At the request of the Board Mr. Cutler prepared a design for the renovation and repurposing of an existing area into another meeting/conference room. The Board visited the area to see the scope of the new design. Currently the staff room, it is a rather drab area and ways of making it more appealing were discussed. Mrs. Bullock suggested the decorating committee handle this.

OSHA requires that a bulletin board be placed where staff can see all safety requirements so one will stay in this general area. After reviewing Mr. Cutler's design the next step will be to inform the staff about the proposed changes. The staff member involved in the decorating during the expansion will be involved in this process. When final approval is reached on the design the decision on who will do the actual work will be decided.

C. Glew moved that the Board approve the proposed plan for the interior renovations design by Kenyon and Cutler. Second: B. Kaplan. Discussion on competitive bids, placement of outlets and other concerns followed. The motion passed unanimously.

Mr. Cutler will get a preliminary estimate from Montford.

It is hoped the new doors will be installed by the end of June.

COMMUNICATIONS: Mrs. Glew received a letter from the Friends of Connecticut Libraries about Gov. Rell's proposed budget cuts. Everyone was urged to contact the governor and state legislators about the damage these cuts will do to the running of the state's libraries.

Mrs. Ryan had a copy of the Connecticut Library Associations Newsletter with an article on Karilyn Hollebone, this year's Connecticut Libraries Support Staff Person.

REPORTS: Friends: G. Boissard reported that Friends had their annual meeting and the proposed slate of officers was elected. Monica Starrett is the new president. The First Anniversary Party was a huge success and the Friends First Anniversary gift of a new salt water aquarium in the Children's Room has been installed.

Personnel: Spring Keis has been hired as the new part-time Technical Services Library Clerk and will start in one week. Approval has been given to hire a replacement page in Technical Services and the janitorial position is being advertized.

The positions of staff who have been absent for long periods have not been designated as long-term disability at this time.

Decorating: The new occasional tables, chairs and café set and small conference table in Mrs. Bullock's office have arrived. The part-time Town

custodial staff did an excellent job cooperating with the staff in moving and placing the furniture in the desired locations.

The paint job for the meeting room and hallway is complete.

The quote for the blinds/shades is in. Installed the cost for Mecco shades will be for two in the Director's office, one for the Business Resource Center, three large shades in the Reference area will be \$1,668. For Hunter Douglas pleated shades the cost for two in the Technical Service Office, two in Technical Service area, two in Adult Services, one in the Circulation Office and one for the upper parking lot window will be \$1,544. This will be a Friends expenditure.

C. Bingham moved that up to \$3,500 be spent for shades and blinds. Second: J. Himmelfarb. So moved.

Estimates were also given for the Program Room, food prep area, staff and bath area and the unfinished area.

There is a landscaping light down behind the privet bushes by Hopmeadow Street since November of 2008. Lawnmowers are destroying the wiring.

Building: It was noted that last month a patron almost fell when the parking lot lights by the steps were out. The timing has been changed so the lights will stay on longer.

The carpeting in the Program Room and in Technical Services has become unglued and the installer has been contacted.

Landscaping: Mulching and weeding was done by the Beautification Committee.

CHAIR'S REPORT: Librartects will be meeting at the Library on June 17th. Over fifty people are expected to be here to learn how the building expansion progressed.

Mrs. Bingham will thank the Garden Club for the floral decorations in the Friends' café.

DIRECTOR'S REPORT: Mrs. Bullock reviewed her written report and provided a copy of the minutes of the staff's recent quarterly meeting. Also in her report were the Library's goals for 2009-2010, a report on the First Anniversary and Volunteer Recognition Event and a description of the summer activities for adults and children.

An RFID vendor from Bloomfield has contacted her regarding a demonstration. While not a SIRSI preferred vendor if other libraries in the consortium are interested it might be a company worth considering.

Statistics on reference questions show a decline but some of this could be attributed to the current programs answering the questions and, if no one is available in the reference area the questioner will seek an answer at the Circulation Desk. When an RFID program is installed staff will be more available to answer questions. It was suggested that perhaps the staff at the Circulation Desk could keep a tally of how many times they are asked a reference question - perhaps one day a week for a short period of time.

Mr. Boissard asked if a Friends brochure could be given to individuals as they apply for a Library card.

Budget transfers related to the recent union settlements have not been made yet.

BUDGET: No report.

INTERNET POLICY: James Miller will be sending something out soon.

MEETING ROOM POLICIES: The revised policies go into effect on July 1, 2009. Mrs. Bullock reported that the Town wants to establish a town-wide policy for meeting rooms use. They feel it would be a better utilization of the rooms, e.g. - the Library is open on Sundays when Eno is closed making it logical to utilize the Library's meeting rooms that day. Whether each department having the same regulations will always be feasible is questionable. The department heads will be meeting to go over this proposal. Mrs. Bullock has met with Brandon Robertson and Tom Roy and has offered the Library's policy as a guide.

Mrs. Glew asked the Board to review pages 3 - 12 of the policy book over the summer.

At 9:00 P.M. J. Himmelfarb moved for adjournment. Second: A. Erickson. So moved.

Anne Erickson, Secretary

